POSITION DESCRIPTION

Position Title: Senior Research Assistant
Organisation Unit: School of Earth and Environmental Sciences
Position Number: 3038016
Type of Employment: Part time, Fixed Term
Classification: HEW Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The School of Earth and Environmental Sciences is a vibrant, multidisciplinary School with extensive teaching and research programs covering the fields of Geology, Geography, Environmental Management, Occupational Health and Safety Sciences and Planning. The School offers a wide range of undergraduate programs including Bachelor's degrees in Arts (Geography) and Science (Geological and Geographical Science), a Bachelor of Environmental Management and Environmental Science, Occupational Health and Safety Science and a Bachelor of Regional and Town Planning. Honours in Geology, Geography, Geophysics, and Computational Earth Sciences. Coursework masters degrees are offered in Mineral Resources, Environmental Management, Geographic Information Science, Occupational Health and Safety Science and Urban and Regional Planning and the School also contributes to the multi-school Master of Development Practice. The School offers postgraduate training in research via the Master of Philosophy and Doctor of Philosophy and currently has over 150 students enrolled in these degrees. The School has a strong research profile and enjoys an excellent success rate in nationally competitive grants and has a strong record of high quality publications.

Staff and Resources

The School of Earth and Environmental Sciences is part of the Faculty of Science and is located on the St Lucia campus (Brisbane) of the University. The School has 104 academic staff, and 23 administrative and technical staff. There is a large contingent of research appointments and the School has been active in establishing a range of adjunct positions in order to promote engagement with leaders in government and the professions.

The School hosts world-class facilities which include a state-of-art planning studio, GIS computer laboratories and extensive analytical infrastructure. Our facilities include high-end sample preparation facilities and a laboratory complex that includes radiogenic and stable isotopes, major and trace element geochemistry, noble gas geochemistry and geochronology, coal petrology and organic geochemistry, geomicrobiology and fluid inclusion facilities. Its Centre for Geoscience Computing conducts research on the mechanics and physics of solid earth processes, on all scales, using supercomputer simulation. Advanced computational technologies and simulation software development are applied to a wide range of industrial and environmental fields and provide a driver for innovation in the general area of simulation-assisted design, specifically in the sustainable energy, earth resources, mass mining and geotechnical sectors. Further information and details of the research interests of academic staff may be accessed on the School’s web site at http://www.sees.uq.edu.au/.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

The primary role of the selected candidate will be to engage as a Senior Research Assistant within the School of Earth and Environmental Sciences by conducting research and outreach work in association with the Green Fire Science (GFS) Research Group and providing high level administrative support to Professor James Watson and the Centre for Biodiversity and Conservation Science (CBCS).

Duties

Duties and responsibilities include, but are not limited to:

Research and Engagement

- Lead conservation-based research projects and publish scholarly papers.
- Provide research support to James Watson and his research group, such as synthesising literature, helping prepare ARC grant applications and collaborating on research projects with GFS students/postdocs.
- Initiate conservation-based research collaborations with local non-government conservation organisations.
- Contribute to training, mentoring and supervision of students.
- Maintain a good understanding of the group’s research activities, its strategic objectives, existing and emerging research strengths and targets.

Administrative support

- Provide administrative support to Professor James Watson and to the CBCS Leadership Team, such as preparing executive-level reports, event management and minute taking.
- Help manage and coordinate CBCS.
- Any other duties as reasonably directed by your supervisor.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related \textit{responsibilities and procedures} developed by the University

\textbf{Organisational Relationships}

The position reports to Professor James Watson.

\textbf{SELECTION CRITERIA}

\textit{Essential}

• Completion of a degree in the area of conservation or ecology, plus a combination of administrative or research assistant work experience.

• Track record of publications in ecology or conservation.

• Experienced in using R statistical software and ArcGIS.

• Excellent interpersonal skills (including written and verbal communication) and the ability to liaise with internal and external stakeholders at all levels.

• Excellent organisational and problem-solving skills.

• Ability to prioritise own workload, work independently and meet deadlines.

• Flexibility and willingness to operate across a range of functions within the group.

• Well-developed skills in the use of computer packages for word-processing, e-mail, spreadsheets, internet and other administrative activities.

• Knowledge and understanding of policies and procedures relating to research and general administration in the tertiary education sector, or the ability to rapidly acquire this knowledge.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (\url{http://www.uq.edu.au/equity}) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.